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1956

RECORDS MANAGEMENT

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1. GENERAL

This regulation provides for a continuing Agency Records Management Program to control and improve records from their creation or receipt to their disposition.

2. SCOPE

a. All record material of the Agency is encompassed by this regulation (including that transmitted electrically). For the purpose of this regulation, record material is defined as: all books, papers, maps, photographs, films, recordings, or other documents and material regardless of physical form or characteristics, made or received by any part of the CIA establishment pursuant to Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by CIA or its legitimate predecessor or successor organizations as evidence of the organization, functions, policies, personnel, decisions, provedures, financial or legal transaction, operations, or other activities or because of the informational value of data contained therein. "Records" and "record material" may be used interchangeably.

b. The Records Management Program consists of the following elements;

(1) Reports Management - The analysis, improvement, and control of administrative reporting.

(2) Correspondence Management - The application of improved standards and procedures for the preparation and handling of correspondence.

(3) Forms Management - The analysis, design, and control of forms.

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(4) Records Maintenance - The establishment of standard procedures, systems, equipment, and supplies for records maintenance.

(5) Records Disposition - The economical and systematic disposition of Agency records including their preservation, retention, transfer, protection and disposal according to approved schedules.

(6) Vital Materials - The timely selection, transfer to, and maintenance in an Agency designated repository of record materials, documents, and files which are essential to the continued operation of CIA in an emergency and the destruction of which would constitute a serious or irreplaceable loss.

3. POLICIES

a. The Agency Records Management Program shall be administered on a decentralized basis through major component (DD/I, DD/S, DD/P) programs governed by the following policies:

(1) Records shall be made and preserved to provide adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the Agency. Such records shall be designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the Agency's activities.

(2) Measures shall be taken to insure that essential records are created and maintained by the most efficient and economical methods.

(3) Measures shall be taken to insure that non-essential records, reports and forms are not created.

(4) Records essential to emergency operations of the Agency shall be promptly and currently deposited at a relocation site.

(5) The Agency Records Center shall be a facility for storing processing, and servicing of semi-active or retired Agency records, and will serve as an Agency archival facility. The Records Center shall be compartmented and controlled in such a manner that the security classification and/or sensitivity requirements of the operating components is honored.

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(6) Records control schedules shall be developed to identify and preserve records of permanent value; to provide for the scheduled removal of noncurrent records from office space and filing equipment to more economical storage; and to provide for the scheduled destruction of records of temporary value.

4. RESPONSIBILITIES

a. The Chief, Records Management Staff is responsible for:

(1) Staff guidance, assistance, and coordination of the Agency Records Management Program by providing broad plans, policies, standards, and guides.

(2) Providing forms analysis, design, and reference services of forms, including the approval of new or revised forms and requests for reprints.

(3) Reviewing and approving records control schedules and requests for equipment, services, and supplies to the extent necessary to assure compliance with program requirements.

(4) Providing technical guidance supervision to the Records Center and Vital Materials Repository.

(5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on records management matters, including obtaining Congressional authorizations for the retention and disposal of records.

(6) Review of the component Records Management Programs.

b. The Deputy Directors are responsible for:

(1) Establishing, directing and maintaining CIA component records management programs consisting of the elements referred to in Section 2, Paragraph b., and guided by the broad plans, policies, standards and guides promulgated by the Records Management Staff.

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(2) Maintaining such liaison with other offices of the Agency as is required in the performance of component records management responsibilities.

(3) Designating an individual who will be responsible for the development and administration of the respective component records management programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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Concur subject to change noted in Par 4a(4)

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(5) Maintaining Agency liaison with the National Archives and Records Service, General Services Administration, and other Federal and private organizations, on records management matters, including obtaining Congressional authorizations for the retention and disposal of records.

(6) Review of the component Records Management Programs.

b. The Deputy Directors are responsible for:

(1) Establishing, directing and maintaining CIA component records management programs consisting of the elements referred to in Section 2, Paragraph b., and guided by the broad plans, policies, standards and guides promulgated by the Records Management Staff.

(2) Maintaining such liaison with other offices of the Agency as is required in the performance of component records management responsibilities.

(3) Designating an individual who will be responsible for the development and administration of the respective component records management programs.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Support)

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Tom - Tuee came home from [redacted] "tell you" "put away" for whatever future need we may have ?.

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